

WESSEX**DEMOLITION
& SALVAGE LTD***Unit 5, Bury Farm, Curbridge, Southampton, SO30 2HB**Tel: 01489 788083**Fax: 01489 780162*

CONSTRUCTION PHASE PLAN

DEMOLITION & CLEARANCE WORK AT

GODBAY HOUSE, 380 SEAFRONT, HAYLING
ISLAND, PO110BD

for

Perbury Group

Project No: 8529

Prepared by: Rowan Taylor		Approved by: Richard Grant	
Copy No: 1 PROJECT FILE		Copy No: 3 CLIENT	
Copy No: 2 SITE		Copy No: 4 PRINCIPAL DESIGNER	
ISSUE STATUS	Issue One	Issue Two	Issue Three
REVISIONS ARE IDENTIFIED BY A VERTICAL LINE TO THE RIGHT OF THE AMENDED/ADDED TEXT			

**ALL PERSONNEL MUST RECEIVE INDUCTION RELATING TO THIS
DOCUMENT BEFORE STARTING WORK**

CONTENTS**1.0 NATURE OF THE PROJECT**

- 1.1 Project Directory - Client, other parties. Emergency services, etc.
- 1.2 Location of the Project
- 1.3 Description of the Project
- 1.4 Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.
- 1.4 Programme

2.0 COMPANY INFORMATION

- 2.1 Development of the Construction Phase Plan
- 2.2 Statement of Project Safety Policy
- 2.3 Health & Safety Standards
- 2.4 Management System
(BS EN ISO 9001:2008, BS EN ISO 14001:2004 & OHSAS 18001:2007)

3.0 MANAGEMENT OF THE WORK

- 3.1 Management Structure and Responsibilities
- 3.2 Health & Safety – Goals and Arrangements (Monitoring & Review)
- 3.3 Other arrangements for:
 - 3.3.1 *Liaison, co-operation, design changes & exchange of information with other parties involved in the Project*
 - 3.3.2 *Consultation with the workforce*
 - 3.3.3 *Selection & control of Sub-Contractors*
 - 3.3.4 *Site security*
 - 3.3.5 *Training (including Site induction, on Site training and consultation with employees)*
 - 3.3.6 *Welfare Facilities & First Aid*
 - 3.3.7 *Accident & incident reporting & investigation*
 - 3.3.8 *Safe Systems of Work (Risk assessments and method statements)*
 - 3.3.9 *Permits to Work (PTW's)*
- 3.4 Site Rules (including drug and alcohol policy)
- 3.5 Fire and Emergency Procedures

4.0 SIGNIFICANT SITE RISKS – ARRANGEMENTS

- 4.1 Safety Risks
 - 4.1.1 *Introduction*
 - 4.1.2 *Delivery/removal of materials/work equipment & plant*
 - 4.1.3 *Services*
 - 4.1.4 *Adjacent land use/Site neighbourhood*
 - 4.1.5 *Stability of structures*
 - 4.1.6 *Work at height*
 - 4.1.7 *Control of lifting operations*
 - 4.1.8 *Maintenance of tools, plant & equipment*
 - 4.1.9 *Traffic routes (including segregation of vehicles and pedestrians)*
 - 4.1.10 *Storage of materials*
 - 4.1.11 *Excavations/poor ground conditions*
 - 4.1.12 *Any other significant risks*
- 4.2 Health Risks
 - 4.2.1 *Asbestos*
 - 4.2.2 *Manual handling*
 - 4.2.3 *Hazardous substances (COSHH)*
 - 4.2.4 *Noise & Vibration*
 - 4.2.5 *Dust*
 - 4.2.6 *Exposure to UV radiation (from the sun)*

5.0 THE HEALTH AND SAFETY FILE

- 5.1 Layout and format;
- 5.2 Arrangements for the collection and gathering of information;
- 5.3 Storage of information.

6.0 APPENDICES

- Appendix A F10
- Appendix B Information from Client (including drawings)
- Appendix C Site Layout Drawing
- Appendix D Fire Register
- Appendix E Site Specific Fire/Emergency Arrangements
- Appendix F Site Rules
- Appendix G Emergency Guide
- Appendix H Asbestos Unexpected Discovery flowchart

1.0 NATURE OF THE PROJECT**1.1 Project Directory****Client**

Perbury Group
 West Links (3)
 Tollgate
 Chandlers Ford
 Eastleigh SO53 3TG

Office : 02380 645960
Mobile: 07500 007203
Contact: Mr Michael O'Brien

Fax:**Principal Contractor** (*Demolition phase only*)

Wessex Demolition & Salvage Ltd
 Unit 5 Bury Farm
 Curbridge
 Southampton
 SO30 2HB

Tel: 01489 788083 **Fax:** 01489 788083
Contacts: Rowan Taylor, Daryl Grant, Richard Grant

Contract Director	Richard Grant	07779 574037
Contracts Manager	Rowan Taylor, Daryl Grant	01489 788083
Management Representative		
Site Supervisor ¹	Paul Beaumont	07881 277002

Fire Safety

Responsible Person (Fire Safety) ¹	Paul Beaumont	07881 277002
Fire Marshall ¹	Paul Beaumont	07881 277002

Temporary Works

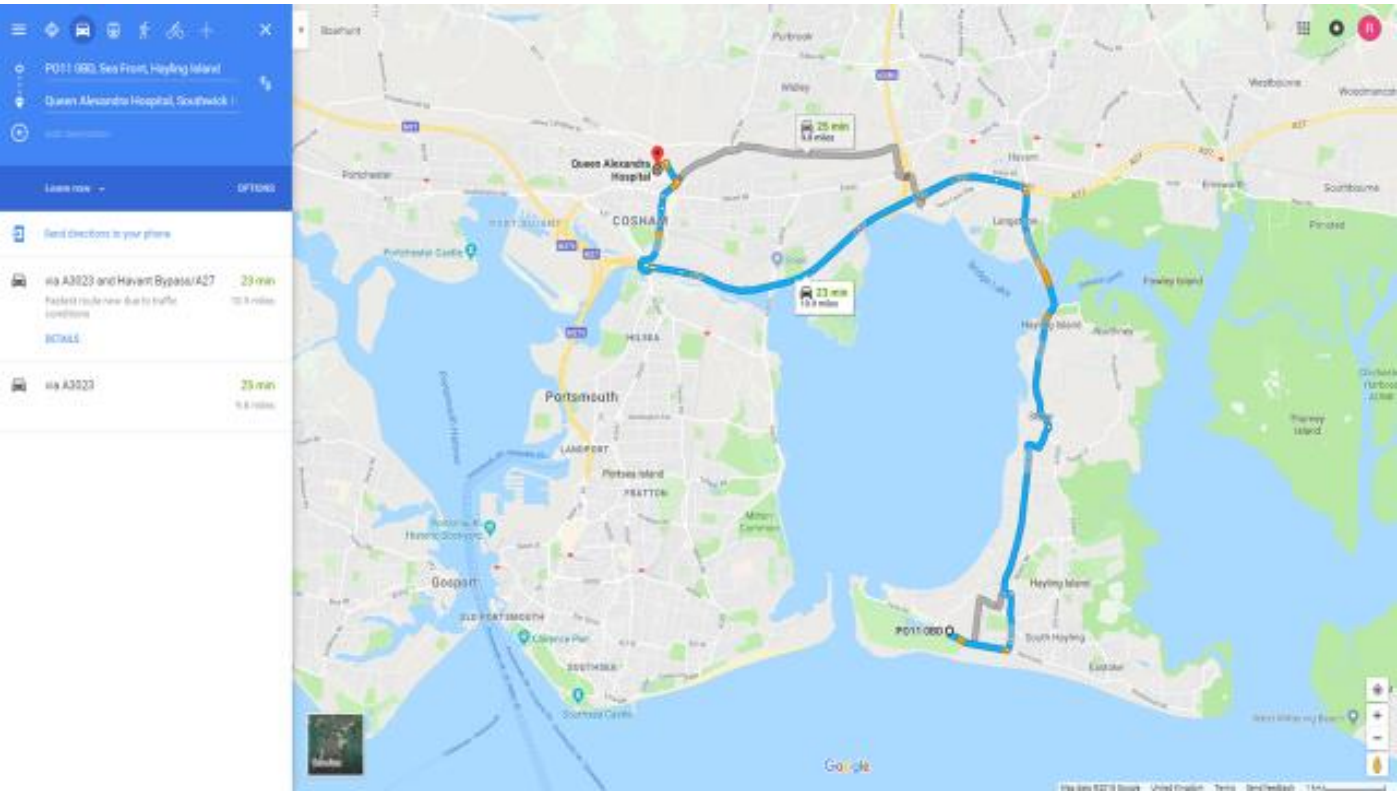
Temporary Works Co-ordinator	Ashley Grant	07792 666346
------------------------------	--------------	--------------

Temporary Works Supervisor¹ Site Supervisor

¹ Responsibilities assumed by Site Supervisor

Emergency Services 999

NEAREST ACCIDENT & EMERGENCY
Queen Alexandra Hospital,
Southwick Hill Road,
Cosham,
Portsmouth
Hampshire
PO6 3LY Tel: 0239 2286000



National Grid Gas (24 hour emergency line)	Contact Office: 01489 788083 or Tel: 0800 111999
Electric Emergencies (24 Hour)	Contact Office: 01489 788083 or Tel: 08457 444555
Water Emergencies (24 Hour)	Contact Office: 01489 788083
E.A Hotline	Tel: 0800 807060
BT Telephone	Tel: 08009 173993

The above emergency telephone numbers will be posted in prominent positions on site and their location and contents communicated to the workforce via toolbox talks and inductions.

1.2 **Location of the Project**
Godbey House, 380 Seafront, Hayling Island, PO11 0BD

1.3 **Description of the Project**

The Contract comprises:

Undertake soft strips to the structures

Removal of asbestos containing materials as per R & D survey **Merryhill S2551C**

Demolition of structures

Removal all outbuildings, shed, play-station equipment, paths, patios, ramps, bund walls and internal fencing, leaving all boundaries in situ

Protecting the drain from behind the shed down the West boundary of which is within the tree protection and Heras fence area.

Supply and erect approximately 185 linear metres of tree protection using scaffold poles pushed into the ground with rear bracing and Heras Fencing affixed.

Removal of slabs to a maximum depth of 300mm

Removal of foundations to a maximum depth of 2m

Clear and dispose of arising materials into lorries before clearing all equipment from site leaving in a clean and tidy condition for the next phase of our clients' project

1.4 **Records & Plans**

Records and Plans as detailed in the Client Pre-Construction Information (Appendix B), as required by the Construction (Design and Management) Regulations (CDM), specifically Regulation 4 - *Client's duties*.

In addition to the Client Pre-Construction Information, the Site Layout drawing (Appendix C) will be displayed at appropriate locations.

1.5 **Programme**

It is envisaged that the site works will commence on **TBC** and be completed within 6 working weeks.

2.0 **COMPANY INFORMATION**

2.1 **Development of the Construction Phase Plan**

To conform to the requirements of the Construction (Design and Management) Regulations (CDM), the Construction Phase Plan is part of the integrated site safety documentation. Additional documentation includes:-

- Method Statements
- Assessments as required by current legislation including Risk, COSHH, PPE, Manual Handling etc.
- Environment Plan and related Aspects & Impacts Register and Environmental Risk Assessments

The Construction Phase Plan and the above documentation form the site safety documentation.

Development of this Construction Plan, as required by the CDM Regulations will be by ongoing review of methodology together with issue of new and revisions to documentation.

2.2 **Statement of Project Safety Policy**

The policy of the Company is to promote the highest practicable standard of health, safety and welfare throughout the organisation in the performance of its activities.

It is our aim that the project should be carried out to avoid or control all foreseeable risks to the health and safety of those involved in demolition work and third parties who may be affected by such work.

The aim of the Project is ZERO accidents or incidents (safety, health or environmental related)

2.3 Health and Safety Standards

All risks to the health and safety of all persons directly concerned with or liable to be affected by the demolition works will be eliminated or reduced to the lowest practicable level within the terms of all general Health and Safety Legislation including the following Acts and Regulations, and, where appropriate, related Approved Codes of Practice (ACOP's), and HSE Guidance Notes and guidance documentation:

- Health & Safety at Work etc. Act
 - Management of Health & Safety at Work Regulations
 - Construction (Design & Management) [CDM] Regulations
 - Provision and Use of Work Equipment Regulations
 - Manual Handling Operations Regulations
 - Electricity at Work Regulations
 - Control of Substances Hazardous to Health Regulations
 - Personal Protective Equipment at Work Regulations
 - Workplace (Health, Safety & Welfare) Regulations
 - Highly Flammable Liquids and Liquefied Petroleum Gases Regulations
 - Environmental Protection Act
 - Control of Lead at Work Regulations
 - Health & Safety (First Aid) Regulations
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
 - Carriage of Dangerous Goods by Road and Rail (Classification, Packaging and Labelling) Regulations
 - Confined Spaces Regulations
 - Lifting Operations and Lifting Equipment Regulations
 - Health & Safety (Safety Signs & Signals) Regulations
 - Working at Height Regulations
 - Control of Asbestos Regulations
 - Hazardous Waste Regulations + amendment
- In addition to legislation, cognisance is taken of:
- BS 6187:2011 Code of Practice for Full and Partial Demolition

2.3 Management System

The Company operate a pro-active Management System in accordance with management standards as below:

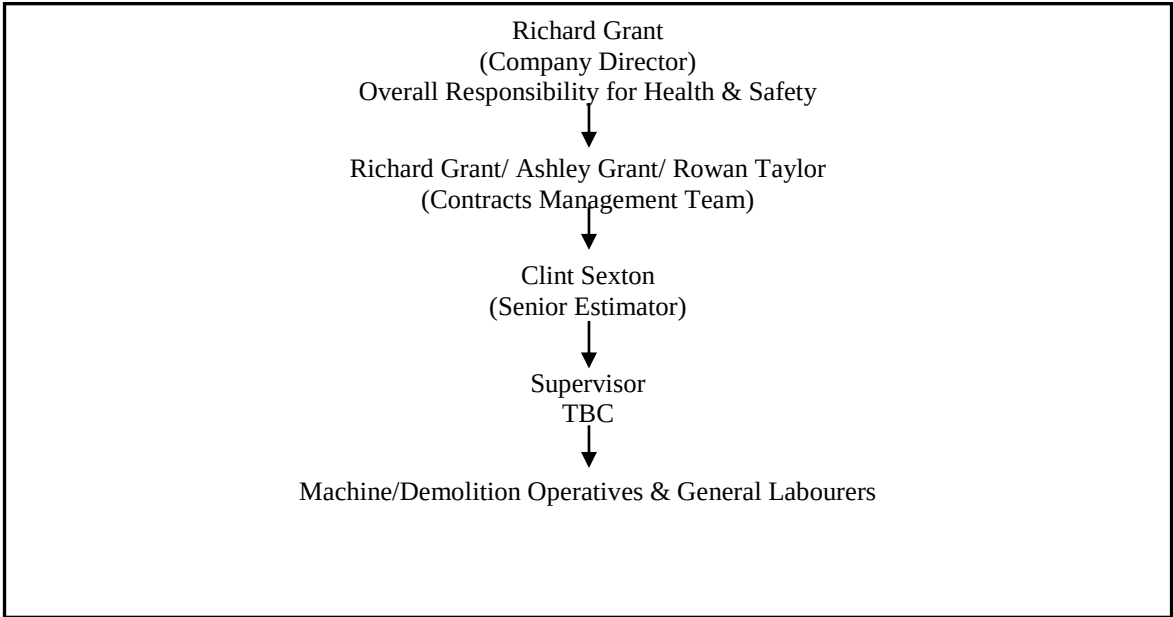
- BS EN ISO 9001:2008
- BS EN ISO 14001:2004
- OHSAS18001:2007

The requirements of the Management System are operated on all the Company's sites, involving strict compliance with the procedures which control all operations on site relating to safety, health, environmental and quality issues, in particular, the detailed procedures contained within Integrated Management System (IMS) Procedures.

3 MANAGEMENT OF THE WORK

3.1 Management Structure & Responsibilities

Details of the Company Site organisation for this project are as detailed in Table 1.



The Site Supervisor will be present as far as practicable at all times that works are being carried out on site. If the Site Supervisor has to leave site for short periods of time then a competent person will be appointed to monitor the works.

The nominated Site Supervisor has overall responsibility for supervising, managing and monitoring site activities. This responsibility takes into account contractual, safety, health and environmental considerations and the completion of relevant Integrated Management System documentation.

In addition, he also assumes responsibilities of Fire Marshal; this involves carrying out fire safety inductions, carrying out inspections of fire equipment on a weekly basis, ensuring fire drills are carried out, ensuring evacuation and head count is carried out in the event of a fire and liaising with the local fire brigade.

Weekly inspections of fire equipment, recording of fire drills will be recorded on the Fire Register (Appendix D). This weekly inspection will include, but is not limited to, checking the operation of any audible warning devices and ensuring that the fire extinguishers are fully charged and within the test date.

In addition to the formal inspection, the Site Supervisor will carry out a daily check to ensure that the extinguishers have not been discharged/maliciously set off.

To supplement Site Supervisor inspections, regular supplementary inspections are carried out by the Contract Director, Safety Advisor and/or other Directors or Managers. This inspection takes into account quality, safety, health and environmental performance/issues.

Individual responsibilities, commensurate with job description, are detailed fully within the Safety, Health & Environmental Policy.

All documentation and usage is detailed in our Integrated Management System Procedures as previously described.

3.2 Health & Safety – Goals and Arrangements (Monitoring & Review)

3.2.1 Goals

It is our goal that the project will be carried out in such a manner so as to avoid or control all foreseeable risks to the health and safety of those involved in demolition work and third parties who may be affected by such work.

The aim of the Project is ZERO accidents or incidents (safety, health or environmental related).

3.2.2 Arrangements (Monitoring & Review)

The nominated Site Supervisor, where Project size and/or complexity dictate assisted by Site Foremen and/or Chargehands, has overall responsibility for supervising, managing and monitoring site activities. This responsibility takes into account contractual, safety, health, environmental and quality considerations and the completion of relevant Integrated Management System (IMS) documentation.

The IMS documentation requirements include but are not limited to daily site safety checks, weekly site safety checks, these checks are formally recorded onto the Weekly Positive Reporting form, and maintenance of a daily Site Diary.

In addition, regular supplementary inspections are carried out by the Contract Director and/or other Directors or Managers. Details of these safety inspections are recorded onto Safety Inspection Reports. This inspection takes into account quality, safety, health and environmental performance/issues.

Frequency of site inspections by Directors/Managers is dependent upon the complexity and/or technical aspects of the works activities.

A review is carried out at the end of each Project, in addition, Clients are requested to provide a reference.

A formal review of health, safety and environmental performance is conducted by the Contract Director, Management representative, Directors and any other persons deemed appropriate at six monthly intervals, sooner if considered necessary.

This review may take the form of a meeting or may be the issue of statistics and a formal report by the Management Representative to the Directors.

Topics covered either in the minutes of the meeting or the formal report will be:

- Customer feedback/complaints
- Non-Conformance Reports
- Health, Safety and Environmental Issues (including accidents, dangerous occurrences and Environmental Incidents)
- Internal Audit Reports
- Site Safety/Operations Reports
- Corrective and Preventive Actions
- Sub-Contractor/Supplier performance

Any corrective/preventive actions identified shall be carried out by designated personnel generally as previously described.

3.3 Other Arrangements

3.3.1 *Liaison, co-operation, design changes & exchange of information with other parties involved in the Project*

The Company will communicate, co-operate and interface with Clients, Designers, Principal Designer, as defined by the CDM Regulations, and other third parties to ensure the maintenance of a safe working environment.

A crucial part of the risk assessment process and preparation of our 'safe systems of work' is to take cognizance of any third party involvement/presence/location. Third parties may include:

- Client personnel – when working within a 'live' environment on Client's premises
- Principal Designer
- Designers
- Other contractors working on site adjacent to and/or with a potential to affect our works activities
- Members of the public – when working adjacent to public roads/areas

The management of the interface is dependent upon various factors, including, but not limited to, typical examples as below:

- Nature of works being undertaken
- Location of works in relation to proximity of third parties
- Likelihood of nuisance – noise, dust, etc.

In addition, management of the interface is enhanced by communication/liaison with interested parties. Typical communication/liaison methods include, but are not limited to, typical examples as below:

- Meetings with Client personnel, including Union Safety Representatives
- Meetings with other personnel involved in the Project, this may include Designers, the Principal Designer or other Contractors
- Meetings with members of the public, either individually or at organized formal public meetings
- Notices to interested parties
- Letters to Site neighbours
- Invitations to interested parties to visit our Site to view works activities
- Making available all Site documentation, including safety/environmental documentation, waste transfer documentation, etc.

Design information within a demolition project usually encompasses building construction, contents, etc. Selection of methodology is generally accepted as the 'design' element of demolition works, as such, design changes generally involve change of methodology.

The main thrust of our working with others is communication – if there is a problem, we will discuss and either rectify or identify reasons for our action. At all times our attitude will be one of discussion, resolution, compromise and not confrontation.

3.3.2 *Consultation with the workforce*

The Site Supervisors generally act as representatives of employee as defined in the Health and Safety (Consultation with Employees) Regulations.

All personnel on Site are required to co-operate with the Company in the implementation of policies to ensure the health safety and welfare of all persons involved with the works and of other persons who may be affected by the works activity.

All Company and sub-contractor personnel are encouraged to contribute suggestions relating to improvement of the work activities, methods of work, plant/equipment, etc. These suggestions may be submitted directly, to the Management Representative or the person's immediate line manager.

In addition, the Construction (Design & Management) [CDM] Regulations, specifically Regulation 14 '*The principal contractor's duties to consult and engage with workers*', requires the Company to have measures in place to enable co-operation with the workers and involve the workers in consultation processes.

Although the CDM Regulations only impose these duties on the Principal Contractor, the principles are used throughout the Company, regardless of CDM responsibilities assumed.

Implementation of the consultation and co-ordination process includes, but is not limited to, the twice yearly Site Supervisors (Safety Representatives) Meetings and Tool Box Talks, as detailed in 3.3.5.5.

Tool Box Talks are held weekly on all sites with attendance being compulsory for all employees. In addition to being a safety, health and environmental refresher/reminder, the Tool Box Talks are the forum where the Site Supervisor can identify issues raised by Company management and related actions and where any operative can raise Health and Safety/ Environmental concerns.

These concerns may be addressed either locally by the Site Supervisor or Companywide by the Management Representative. This may be after formal review and/or discussions with other Site Supervisors and/or other senior personnel.

3.3.3 Selection & control of Sub-Contractors

Sub-contractor selection/assessment is carried out as below:

- Specialist sub-contractors are generally selected on historical knowledge of previous experience/performance carrying out works for the Company.
- If we are working in a locale not known to us, we try to utilise specialist sub-contractors known/used by the Client. We feel that if the Client is already familiar with the sub-contractor, and, in addition, the sub-contractor is familiar with Client requirements, it makes for better controls to use such a sub-contractor

If either of the above is not appropriate, we utilise the H&S Questionnaire, to establish their credentials. This is reviewed by the Management Representative prior to any orders being placed. As an additional control/part of the assessment process, a closer monitoring regime than usual is applied to any new sub-contractors.

In addition, for sub-contract works, prior to works commencing, a sub-contract handover meeting will be held. At this meeting, all aspects of both Company and Client requirements are discussed and identified.

Control of Sub-Contractors on site is the responsibility of the nominated Site Supervisor and is carried out in accordance with the Company's Integrated Management System, as previously described.

The system requirements include but are not limited to requirements for the Site Supervisor to carry out and document daily site safety checks, weekly site safety checks and maintain a daily Site Diary.

In addition, regular site safety inspections are carried out by the Management Representative and/or other Directors or Managers. Details of these safety inspections are recorded onto the Safety Inspection Report.

Frequency of site safety inspections by Directors/Managers is dependent upon the complexity and/or technical aspects of the works activities.

3.3.4 Site security

'Heras' type fencing will be used, to delineate the works, prevent unauthorised access and protect existing plant and apparatus. Warning signage shall also be posted to the heras fencing as well as signage for minimum PPE to be worn.

Access and egress to the site will be strictly controlled and only authorised personnel will be allowed on site during demolition operations. A register of all operatives/plant/machines on site will be kept by the Site Supervisor.

At the end of each working day the site will be secured against trespass, so far as reasonably practicable.

The following will be checked daily: -

- Site fencing/gates will be checked for security to prevent unauthorised access.
- Openings in the ground and/or open edge, if any, will be effectively covered and any manholes secured properly

The site entrance shall be closed at all times during demolition operations. Wessex site manager shall check the integrity of the heras fencing on daily basis and close off any openings

All mechanical equipment employed on this project will be secured and immobilised at the end of each working shift.

No road transport will be left on site unless broken down.

Any scaffolding towers/ladders will be dismantled or secured overnight to prevent illegal access to the structures.

Personnel on Site & Visitors to Site

The Site Supervisor will ensure that all site personnel, both the Company and sub-contract sign in and out in the Signing In Book.

The Site Supervisor will ensure that all visitors to the site sign in and out on the Visitors Record.

Visitors, Clients, Principal Designer, HSE Inspectors, etc. will be accompanied by a member of the Site Management Team when walking around site

3.3.5 Training (including Site induction, on Site training and consultation with employees)

3.3.5.1 Induction

the Company carries out inductions, the inductions involve three basic categories:

- Company Induction

All employees receive an induction into the Company, this provides information relating to the health and safety requirements, management systems, terms of employment, etc.

- Client and/or Principal Contractor Induction (if applicable)

This is generally a requirement to inform personnel of Client and/or Principal Contractor Site safety requirements, including Site Rules and Regulations

- Project Specific Induction

This is to explain details of:

- The Construction Phase Plan, including Site Rules and paying specific attention to Fire and Emergency procedures, raising alarm, evacuation, etc.
- The task/area specific Method Statements and related assessments (risk, COSHH, PPE, etc.).
- The Environmental Plan and related assessments
- Client requirements/Site Rules (if appropriate)

All personnel, both Company and Sub-Contractor, working on site, are required to attend the Client (if required) and Project specific inductions, and sign the Safety Induction Register to confirm their receipt of the induction and understanding/acceptance of the safety requirements.

3.3.5.2 General Training

The Site Supervisor will ensure that all operatives on the project are fully conversant with the safe systems of work intended for this project.

All employees are screened for competency on joining the Company and will have received Health and Safety Induction training prior to commencement of their duties on site.

Operatives will not be allowed to work on this project unless they are fully trained in the work they are being asked to do, or alternatively, they are under training and supervised by a person competent in that task.

Training records are held on file at Head Office. These records contain details of training received prior to employment by the Company, together with all "in house" and external training achievements whilst employed by the Company.

3.3.5.3 Fire Training

The designated Fire Marshall, generally the Site Supervisor, will hold a current Fire Marshal training certificate. An appropriate number of personnel, commensurate with the location of works activities, will be trained in the use of fire fighting equipment – extinguishers, hose reels, etc.

3.3.5.4 Ongoing Training

Ongoing training will be given to all operatives as deemed appropriate and will take the form of Construction skills or other training providers courses (e.g. Safety Awareness) conducted by external training bodies. Specialist training courses will be provided to suit the requirements of specific trades/skills.

3.3.5.5 Toolbox Talks (on Site training + employee consultation)

A Tool Box Talk will be held on site with attendance being compulsory for all personnel on site, both Company and Sub-contractor.

The Tool Box Talk will consist:

- A Health and Safety/ Environmental refresher/reminder on appropriate issues/topics
- The forum where the Site Supervisor can identify issues raised at the Management Meeting and related actions
- The forum where any operative can raise Health and Safety/ Environmental concerns.

These concerns may be addressed either locally by the Site Supervisor or Companywide by the Management Representative. This may be after formal review and/or discussions with other Site Supervisors and/or other senior personnel/operatives.

The Tool Box Talk will be documented formally onto the Tool Box Talk Register and the operatives sign as having attended and understood. Scripts covering many topics are available to all Site Supervisors and cover a wide variety of relevant topics.

3.3.6 Welfare Facilities & First Aid

3.3.6.1 Welfare Facilities

Prior to works commencing Wessex Demolition shall implement towable groundhog type welfare unit on site, this shall include toilet, first aid box, eye wash station. These shall also include details of hospital route, site plan, traffic management plan & fire plan.

The HSE notification documentation, Forms F10 (if appropriate), and other statutory notices will be displayed within these facilities in appropriate locations throughout the duration of our works.

These are of a standard in accordance with the requirements of the Construction (Design and Management) Regulations 2015.

The following units will be used:

- Office for Site Supervisor
- Mess room with seating and necessary services
- Toilet unit with hand washing facilities.
- Lock-up container for tools etc.

Once the cabins are positioned, a plan will be generated showing the layout and location of the complex indicating the means of escape and position of all fire instructions, exit notices, alarms and fire fighting equipment.

The HSE notification documentation, Forms F10 (if appropriate), and other statutory notices will be displayed within these facilities in appropriate locations.

In addition, Site Layout Drawings, Site Specific Fire/Emergency Arrangements (Appendix E), location of Emergency services, police, fire, hospitals, etc. and other appropriate health & safety posters will be displayed.

3.3.6.2 First Aid

Adequate first aid facilities will be available on site as required by the Health and Safety (First Aid) Regulations and related Approved Code of Practice (ACOP) – First Aid at Work (HSE L74).

Facilities will include first aid materials, facilities and an appropriate number of first aid personnel.

The number of trained first aid personnel will generally be as the numbers suggested in the ACOP-Table 1.

3.3.7 Accident & incident reporting & investigation

3.3.7.1 Introduction

All incidents - accidents, dangerous occurrences or near misses will be reported to the Site Supervisor immediately they are identified/occur. All incidents will be recorded onto the Incident Register.

Incidents will be dealt with at site level by the Site Supervisor in accordance with the Company management system and accident reporting procedure (part of the Company's Integrated Management System).

The Site Supervisor will report all incidents to the Management Representative or the Contract Administrator and issue copies of the appropriate documentation when generated.

3.3.7.2 Accidents

Details of all accidents, no matter how minor will be recorded onto a Company Accident Report on site. This document is used both for Company and statutory accident recording.

Details of the accident will also be reported to the Client/Principal Contractor, as required by Contract Conditions, to enable entry into their documentation.

The Management Representative will report all accidents notifiable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the HSE Contact Centre, Caerphilly. Copies of this documentation will be provided to the Client.

3.3.7.3 Site Hazards

Any hazards on site (not including those identified on the Method Statement and related Assessments) will be reported to the Site Supervisor who will record details into the Site Diary.

Hazards caused by Client operations/personnel, sub-contractors or any other persons/organisations on Site will be recorded in the Site Diary and identified to the involved person/supervisor.

3.3.7.4 Dangerous Occurrences/Near Misses

Dangerous occurrences or near misses will be reported to the Site Supervisor who will record details into the Incident Register and, if appropriate, onto an Occurrence/Near Miss Report.

The Management Representative will report all dangerous occurrences notifiable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the HSE Contact Centre, Caerphilly. Copies of this documentation will be provided to the Client.

3.3.7.5 Investigation

The Management Representative (or nominee) in association with other personnel as appropriate will carry out an investigation into all RIDDOR reportable accidents and dangerous occurrences.

Dependent upon the severity and/or nature of an accident/occurrence, an investigation may also be carried out into non-reportable accidents/occurrences. This will be at the discretion of the Management Representative or at the request of the Client.

Details of the investigations will be recorded onto the Accident Investigation Record. Copies of all documentation will be issued to the Client/Principal Contractor, as appropriate.

3.3.7.6 Records

The Management Representative will maintain records of all near misses, accidents and dangerous occurrences.

These records will be analysed to identify whether any trends are emerging. This analysis may include, but not be limited to, considerations:

- Nature of occurrence/category of accident
- Time of day
- Part of body injured
- Type of plant/equipment involved
- Personnel involved

In the event of any trend(s) emerging, suitable corrective and/or preventive action will be implemented by the Management Representative.

3.3.8 Safe Systems of Work (Risk assessments and method statements)

Safety and Health Risk Assessments are carried out as required by the Management of Health and Safety at Work Regulations and related Approved Code of Practice (ACOP).

Risk Assessments will be carried out taking cognisance of the principles of prevention detailed within the Management of Health & Safety at Work Regulations 1999, Regulation 4 and Schedule 1, and the Construction (Design & Management) Regulations 2015, Appendix 1, these require application of principles of prevention when implementing any preventive and protective measures.

The general principles of prevention are:

- (a) Avoiding risks
- (b) Evaluating the risks which cannot be avoided
- (c) Combating the risks at source
- (d) Adopting the work to the individual, especially as regards the design of the workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health
- (e) Adapting to technical progress
- (f) Replacing the dangerous by the non-dangerous or the less dangerous
- (g) Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment
- (h) Giving collective protective measures priority over individual protective measures
- (i) Giving appropriate instructions to employees

Environmental Risk Assessments are carried out using the same rationale, taking into account the Environmental Aspects and Impacts of our works activities.

All identified safety and health risks are reviewed, with emphasis being given to any risk with a 'HIGH' rating after implementation of Control Measures. This review, taking into account the Risk Assessment, enables the establishment of suitable methodology for demolition/ dismantling and generation of the 'safe system of work' (SSW).

Due to the nature of demolition works, the environmental risks are present in virtually all works to a greater or lesser extent. Strict application of the defined Control Measures and selection of methodology minimise the impact on the environment.

All other assessments are carried as required by the appropriate legislation, COSHH, PPE, Manual Handling, Noise, etc.

The SSW addresses issues of health, safety and environmental protection and comprises:

- Assessments – risk, COSHH, PPE, Manual Handling, Noise etc.
- Task/area specific Method Statements
- Plans of Work – for asbestos works
- Environmental Risk Assessments
- Environmental Plan

3.3.9 Permits to Work

The Contract Director, in association with other personnel and/or the Client will identify areas/work activities within the contract to be controlled by a Permit to Work (PTW).

The Permits to Work may either be issued and controlled utilising the Company Permit to Work system, detailed within the Management System, or be issued and controlled by the Client.

Responsibility for issue of the Permits to Work and the related areas/work activities will be clearly identified on appropriate documentation/drawings, including the related Method Statement(s), and to appropriate personnel, both supervisory and operatives.

3.4 Site Rules (including Drugs & Alcohol Policy)

3.4.1 Personal Protective Equipment (PPE)

The basic level of personal protective equipment to be used by all employees or visitors to the site is hi-vis vest/jacket, safety helmet and safety footwear.

Operatives engaged in, or exposed to, a hazardous activity must understand the risk assessment for that activity and comply with any requirements to wear eye, ear, hand or other protective clothing or equipment.

This may include, but not be limited to, additional items of safety equipment as detailed below:-

- Gloves (appropriate to the task)
- Welders Gauntlets
- Respirators
- Eye Protection, including Visors,
- Safety harnesses + Fall Arrestors (as appropriate)
- Ear Protection
- Wet Weather Clothing

Operatives will receive training in the use, care and maintenance of personal protective equipment.

3.4.2 Plant, Tools and Equipment

All plant, tools and equipment to be used on site will be in sound mechanical condition and safe for use as required by the Provision and Use of Work Equipment Regulations (PUWER), Lifting Operations and Lifting Equipment Regulations (LOLER) and the Electricity at Work Regulations, as appropriate.

All operating controls will be clearly marked as to their use. Signs indicating that passengers are not to be carried will be displayed prominently.

Moving parts of machinery will be adequately guarded and the security of such guards checked periodically.

Plant/equipment operatives will hold a recognised current Certificate of Competence training in respect of the items of plant they are required to operate.

3.4.3 Hot Work

Where metal cutting is done by means of oxy-propane torches, equipment will be fitted with check valves adjacent to the cutting torch and flash back arrestors to the regulators.

Suitable fire precautions will be taken by provision of portable fire extinguishers or live fire hoses.

Whenever flame cutting is carried out at height, appropriate precautions will be taken to protect any risk area below.

3.4.4 Electricity

All electrical tools and equipment to be used on site will be 110 volt or less unless otherwise permitted. Any 240V AC or 440 V AC equipment permitted (e.g. plasma cutters) will be fitted with a suitable residual current device.

Generators will be earthed in accordance with the manufacturer/supplier recommendations.

3.4.5 Systems of Work

The task/area specific Method Statements, Plans of Work and related Assessments (Risk, COSHH, Manual Handling, etc.) are the documented 'safe systems of work' as previously described. Work will not commence until the related documentation has been generated and induction carried out.

3.4.6 Reporting of Accidents, Dangerous Occurrences & Near Misses

All accidents, dangerous occurrences or near misses will be reported to the Site Supervisor immediately they are identified/occur as previously described.

These will be dealt with at site level by the Site Supervisor as previously described.

3.4.7 Drugs Policy

Many drugs have side effects that not only affect an individual's health, but may also compromise their safety and that of others. Although the affects vary depending on the drug used, common side effects can include a loss of body coordination, forgetfulness and confusion. The potential safety risks for all staff at work are obvious, but a lack of mental alertness is particularly important for those in safety critical roles. These include those who operate heavy equipment, dangerous machinery and drive vehicles.

Due to these risks, no drugs are allowed onto any company premises or to be consumed on them at any time. This includes all areas, both internal and external. The prohibition on illegal drugs extends to all activities that are connected with staff activities whilst "at work".

These include, but are not confined to the following:

- driving whilst on company business
- working at height
- on-site vehicle operators
- machinery operators
- On-call / standby duties.

A breach of these rules will result in disciplinary action being taken against the individual. We retain the right to summarily dismiss on the grounds of gross misconduct.

3.4.8 Alcohol Policy

Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is often not appropriate. Not only can a small amount affect work performance, but it can also compromise the individual's safety and that of others. Common side effects include a loss of concentration, impaired judgement, loss of coordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include, but are not confined to those operating vehicles and machinery, or working at height.

For these reasons, staff are not allowed to bring alcohol onto company premises for the purpose of consumption during normal working hours, including lunchtimes. This extends to external areas as well as internal.

Due to the risks involved, staff engaged in any of the roles described below may not consume any alcohol during the working day (even away from the premises):

- driving whilst on company business
- working at height
- on-site vehicle operators
- machinery operators
- On-call / standby duties.

If an employee comes to work whilst under the influence of alcohol, or otherwise consumes alcohol on the premises in breach of this policy, it will result in disciplinary action being taken. We retain the right to summarily dismiss on the grounds of gross misconduct.

3.5 Fire & Emergency Procedures

3.5.1 Introduction

These emergency procedures detail actions to be adopted in the event of any of the following incidents occurring:

- Fire
- Spillage Fuel/Oil/Chemical
- Serious Accident
- Explosion/Risk of Explosion
- External Situations

Brief details of actions to be taken are outlined in the Emergency Guide table (Appendix F) – this will be displayed in the Site office and any other locations deemed appropriate.

3.5.2 Responsibilities

The Company is responsible for providing adequate information and if necessary training to enable all personnel on site to discharge their responsibilities under this Plan.

The Site Supervisor and sub-contractors' Site Supervisors are responsible for ensuring that their personnel understand the requirements of this Plan in particular the Emergency Evacuation Procedure, the Site Layout Drawings, the Site specific Fire/Emergency Procedures, their Muster/Assembly Point(s) and roll-call requirements.

All personnel on site have a responsibility to understand and comply with the requirements of this Emergency Plan and not undertake any actions that will endanger themselves or others.

3.5.3 Security

The possibility of potential emergency situations arising from arson, sabotage or vandalism should not be overlooked. Vigilance on site of all personnel is required to prevent such situations occurring.

To maintain the secure status of the Site, the following actions **MUST** be carried out:

- Vulnerable areas should be kept locked and secured when personnel are not present.
- Access routes and roads must be kept clear of obstructions and parked vehicles.
- Security arrangements to control pedestrians and vehicles on site must be complied with.
- Non bona-fide personnel on site should be challenged about their presence and if necessary reported to the Site Supervisor, security and or the police.
- All personnel must ensure that boundary fencing is maintained in good condition - defects should be reported to Site Supervisor for immediate attention.

3.5.4 Emergency Incidents

3.5.4.1 Fire

Arrangements for fire safety and emergency arrangements on Site will take cognisance of guidance/ requirements detailed in Fire Safety in Construction [HSE HSG168] and Fire Prevention on Construction Sites 8th Edition [Construction Confederation/Fire Protection Association].

Fire Prevention

The first fire precaution on Site is to prevent fire occurring. Most construction fires have simple causes and can be dealt with by simple precautions. The following is not a definitive list, but are particularly important:

1. Ensure that LPG cylinders and other flammable materials are properly stored. LPG should be stored outside buildings in well-ventilated and secure areas. Flammable materials such as solvents and adhesives should be stored in lockable steel containers;
2. LPG supplies should be turned off at the cylinder when not in use. This is particularly important out of hours. Serious explosions have occurred after site huts have gradually filled with gas because an LPG heater has not been turned off. Also make sure site huts are adequately ventilated and do not keep LPG in them if it is not needed;
3. Ensure that LPG equipment and fittings are properly maintained. Damaged hoses and fittings or makeshift connections are extremely dangerous because they can easily lead to leaks in tough construction conditions;
4. If there is any suspicion that LPG is leaking, stop using it and check. Leaks can be identified by hissing smell or using soapy water, but never with a naked flame. Only light up when you are certain that there are no leaks and that any vapour which has leaked has dispersed;
5. Formal permit-to-work systems will be used for 'hot works'. In particular, make sure extinguishers are at hand and that sparks or heat cannot set fire to surrounding materials. After the work has finished (usually an hour later) check the worksite to make sure that there is no smoldering material;
6. Keep the site tidy and make sure rubbish and waste is cleared away promptly and regularly;
7. Avoid unnecessary stockpiling of combustible materials and store what is necessary away from ignition sources. Limit what is taken onto site from the store to what is needed for a day's work;
8. Consider the need for special precautions in areas where flammable atmospheres may develop, such as the use of volatile solvents or adhesives in enclosed areas;
9. Make sure everyone abides by site rules on smoking.
10. Site rules for preventing fire are useless unless they are followed. The Site Supervisor will monitor Site and take appropriate action when breaches are found.

Precautions

During demolition works the fire risk to the building(s) decreases significantly as the work progresses and the building contents, furniture, carpets, non-load bearing partitions/walls, doors, etc. are removed (soft strip).

The fire fighting equipment and requirements of this Fire and Emergency Safety Plan apply to all works carried out and for the duration of the Project.

Critical information, escape routes, details of fire equipment and location, Muster Point(s) will be detailed in the Site Layout Drawings. Copies of these drawings will be displayed at every Fire Point, on the Site Notice Board and will be clearly explained at induction.

Means of escape

Escape routes and emergency exits are marked on the Site Layout Drawings. These escape routes and emergency exits will:

- Be clearly signed by means of signage in accordance with the Health and Safety (Signs & Signals) Regulations;
- Be kept clear of all debris, soft strip arisings, etc.;
- Never be locked when people are on the site;

The Muster Point will be identified on the Site Layout Drawing – this will be where everyone can gather and be accounted for.

In the event of an evacuation, the Site Supervisor will take a 'head count' using the Site signing in/out documentation.

Upon completion of the 'head count' information will be submitted to other interested parties, including but not limited to the emergencies, Client/Principal Contractor.

Fire Escape Routes (including distances)

Wherever possible the recommended travel distances to a place of safety will be as detailed in 'Fire safety in construction', as detailed in Table 2.

Fire hazard	Lower	Normal	Higher
Enclosed structures:			
Alternative escape route available	60m	45m	25m
Dead-end situation	18m	18m	12m
Semi-open structures: completed or partially constructed structure with substantial openings in the walls or roof			
Alternative escape route available	200m	100m	60m
Dead-end situations	25m	18m	12m
Lower hazard areas are those where there is little flammable or combustible material present and the likelihood of fire occurring is low, example could be steel or concrete clad framework Normal hazard area will cover the majority of situations, flammables and combustibles are present, but of such a type and disposition that any fire will be localised. High hazard areas are locations with significant quantities of flammables or combustible materials present of such a type that in the event of a fire, rapid spread will occur			

TABLE 2

Fire-fighting equipment

The equipment needed depends on the risk of fire occurring and the likely consequences if it does. Fire fighting equipment and location is detailed on the Site Layout Drawings. The Site Supervisor or designated competent person will ensure that:

- Fire equipment is located where it is really needed and is easily accessible;
- The location of fire-fighting equipment and how to use it is clearly indicated;
- The right sort of extinguishers are provided for the type of fire that could occur. A combination of water or foam extinguishers for paper and wood fires and CO2 extinguishers for fires involving electrical equipment is usually appropriate;
- The equipment provided is maintained and works;
- Fire-fighting equipment should be checked regularly by a competent person;
- Those carrying out hot work have appropriate fire extinguishers with them and know how to use them.

Occurrence of a Fire

Anyone discovering a fire should:

- Raise the alarm by contacting the Site Supervisor or by appropriate other means such as a manual 'break glass' button or sounding the air horn on site.
- Advise the Site Supervisor of the size, type and location of the fire and any other relevant information.
- Tackle the fire, if they are trained and competent and it is safe to do so, without endangering themselves.

The Site Supervisor will, acting on the information supplied, call the Emergency Services, and if necessary implement the Emergency Evacuation Procedure.

Materials Storage & Waste Control

Materials stored on Site for demolition projects are minimal, to minimise risk of fire from stored materials, the following precautions will be taken:

- The quantity of flammable materials, liquids and gases will be kept to a minimum

- All flammable materials, liquids and gases will be stored properly
- Flammable gas cylinders will be returned to a ventilated store at the end of the shift where practicable
- Smoking and other ignition sources are banned in areas where gases or flammable liquids are stored
- Suitable fire extinguishers will be available adjacent to the stores

Arisings from demolition activities will be removed from the work area and subsequently from Site on an ongoing basis. Records of all waste will be recorded within the Site Waste Management Plan, this will record details of waste, category, volume, etc.

Fire and Rescue Service

Prior to works commencing on Site, the Site Supervisor will contact the nearest Fire Station to advise of the Project and invite the appropriate Fire Office to visit site to discuss fire, rescue and emergency access requirements.

Details of the discussions will be recorded and communicated to Site personnel and other interested parties.

3.5.4.2 Spillages Fuel/Oil/Chemical

A person becoming aware of a fuel/oil spillage should immediately contact the Site Supervisor advising him of the location and hazards generated by the Incident.

In the event of a chemical spillage the person discovering the spill will immediately inform the Site Supervisor and if possible identify to him the chemical(s) involved and any injured personnel.

The Site Supervisor will then determine how the spillage is to be dealt with, after reference to the relevant COSHH assessment and if necessary by summoning the appropriate Emergency Services or Specialist Services.

If appropriate the Site Supervisor will invoke the Emergency Evacuation Procedure.

3.5.4.3 Serious Accident

In the event of a serious accident occurring (e.g. collapse of a structure) the Site Supervisor must be informed immediately.

The Site Supervisor will call the Emergency Services to deal with the incident and treat the resultant casualties and if the hazards remaining warrant it he will invoke the Emergency Evacuation Procedure.

3.5.4.4 Explosion or Risk of Explosion

In the event of an explosion or the imminent risk of explosion (e.g. from a leaking LPG or Gas Bottle) any personnel becoming aware of the situation must inform the Site Supervisor IMMEDIATELY and warn adjacent personnel to proceed to their Assembly/Muster Point(s) via a safe route.

The Site Supervisor will immediately contact the Emergency Services and invoke the Emergency Evacuation Procedure.

3.4.4.5 External Situations

Where there is a possibility of a major incident arising from adjacent premises it may be necessary to evacuate the site.

When such circumstances arise the Site Supervisor will liaise with the Emergency Services called to the external incident and take their advice as to the continuation of work on site.

In the event of an evacuation of the site being necessary the Site Supervisor will invoke the Evacuation Procedure.

3.5.4.6 Action by other Personnel

Unless nominated to undertake specific duties by the Site Supervisor all OTHER PERSONNEL on becoming aware of an emergency situation or hearing the evacuation alarm will:

- If safe to do so, shut down plant and equipment and render it safe, and then follow a safe route to their Assembly Point taking NO ACTION that will endanger themselves.
- Report their presence at the Assembly Point to their supervisor and assist the supervisor in accounting for any missing personnel.

Personnel with specialist training and certification ie. First aiders should then report to the Site Supervisor and render any assistance as directed by the Site Supervisor. First Aid "Grab Bags" should be positioned at exits and these should be taken by First Aiders, providing this does not delay their exit.

Supervisors at the Assembly Point must account for staff and visitors under their control to the nominated person undertaking the roll-call. Any missing personnel should be reported to the Site Supervisor for the Emergency Services to locate.

3.5.5 Emergency Evacuation Procedure

Dependent on the type and nature of each the incident a full Evacuation of the site may be required.

The Site Supervisor once, in command of the circumstances of the incident will:

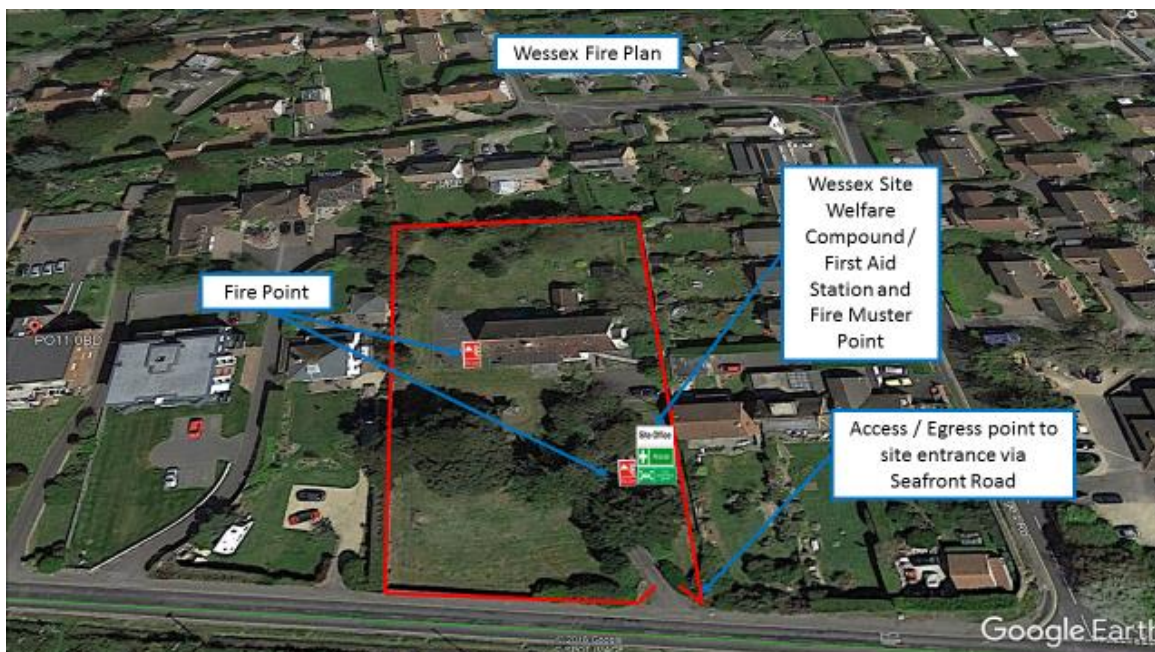
- Sound the evacuation alarm
- Ensure that all relevant emergency services have been summoned
- Instruct a suitable competent person to undertake a roll-call of personnel at the Assembly/Muster Point(s) with each supervisor of personnel accounting for the people under his/her supervision including visitors.
- Establish a control point at a convenient SAFE venue and from there liaise with the relevant Authorities and Emergency Services to manage the incident and the search for any missing or trapped personnel.
- Ensure, where appropriate, and it is safe to do so, that unnecessary plant and equipment is shut down.
- Ensure, through the nomination of a competent person that the emergency services are directed through a safe access route to the incident.
- Ensure that they are provided with any necessary information to deal with the Incident e.g. Plan of Site, COSHH Data Sheets and Assessments etc.
- Ensure that no personnel re-enter the site until advised by the Emergency Services that it is safe to do so.
- If appropriate, barrier off the area of the incident to prevent unauthorised access and contamination of a possible investigation by the Enforcing Authorities.
- Inform the Contract Director and where appropriate the Enforcing Authorities.
- Prepare a preliminary Occurrence/Near Miss Report.
- Where portable fire-fighting appliances have been used ensure that they are replenished as soon as possible for future operation.

3.5.6 Plan Evaluation

Where practicable, the effectiveness of this Plan will be demonstrated by a practice session organised by the Site Supervisor at a convenient time and date, and a record kept of such sessions including any significant comments/findings.

Evacuation alarms will be tested weekly at a published time and day and records maintained of the testing.

Fire Plan



4.0 SIGNIFICANT SITE RISKS – ARRANGEMENTS

4.1 Safety Risks

4.1.1 Introduction

The information detailed in the following sections is an overview of the arrangements to control the safety and health of both Company employees and any others who may be affected by our activities, including other workers on Site, visitors to Site and members of the public.

Specific and detailed information identifying actual arrangements and controls will be embedded within the task/area specific Method Statements and related assessments.

As previously described, these Method Statements, related environmental documentation and this document form the 'safe system of work' for the management of the Project.

4.1.2 Delivery/removal of materials (including waste)/work equipment/plant

Delivery/removal

All vehicles, either delivering or removing materials/work equipment/plant, will take the designated access/egress route onto Site and report to the Site Supervisor. The designated route will be detailed in the task/area specific Method Statement.

When entering via public highways and in any area where delivery/removal activities impinge on public thoroughfares, access and egress will be controlled by a banksman. Wessex site personnel shall ensure that reversing off site will not take place unless it is totally unavoidable and should the need arise this will be controlled by competent operatives acting as banksman / lookouts.

All materials will be unloaded in nominated lay down areas and transported to working areas as required.

Materials will be moved around the site and unloaded by suitable vehicles e.g. telehandler, crane, hiab lorry, etc.

Control and Disposal of Waste

All waste products will be removed from site in accordance with the relevant Regulations and a Duty of Care Note or Hazardous Waste Consignment Note as required by the Hazardous Waste Regulations. Copies of the disposal documentation will be held on site.

Only licensed waste carriers will remove waste from site.

All skips and roll on/off containers will be placed such that they do not present an obstruction to means of access and egress for personnel, plant or vehicles. They will be based on firm level ground and filled with discretion (i.e. not overloaded).

Proper transportation will be provided to move waste skips and roll on/off containers. Movement on site with unsuitable equipment will not be permitted on site.

Whilst it is the drivers responsibility to ensure that his load is safe when being transported, the Site Supervisor will ensure that waste skips are suitably sheeted; scrap containers are not overloaded before leaving site and necessary waste documentation is available and in order for all waste materials leaving Site.

4.1.3 Services (including temporary electrical installations)

Services

Services within the demolition projects may include, but not be limited to:

- Gas
- Electricity
- Water
- Telecommunications
- Client process services

All existing services will be isolated/diverted, either by our client, before demolition works commence. The Company will obtain confirmation of isolations before starting works, where practicable, physical severance of services will be carried out and identified by the Company at the separation point(s).

Regardless of isolation documentation, all care will be taken when carrying out demolition works to verify the actual status of services within the demolition area(s). Any areas of concern, ie suspicion of possible 'live' service, will be

identified to the Client, verification of the status of the service undertaken and, depending upon the result of the verification, appropriate action taken.

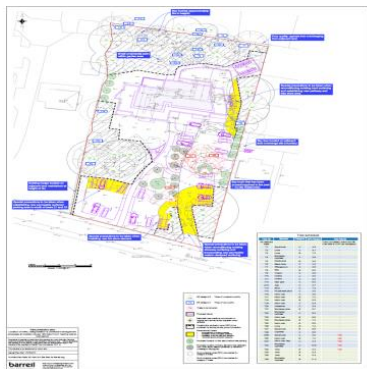
Any 'live' services to be retained within the demolition area(s) will be clearly identified by suitable method, colour coding, spray paint, etc. Demolition methodologies will take cognisance of the existence of these services.

Overhead power lines and 'live' pipe gantries will be identified to all personnel, will be recorded in the Method Statement, and where appropriate, will be segregated by physical barriers to prevent possible contact. Demolition methodologies will take cognisance of the existence of these services.

Services will be disconnected by our client, confirmation of the disconnections/isolations will be obtained prior to commencing work. Operatives shall also note that there could be potential for other unknown live services to be present. Wessex shall undertake assessment of all services highlighted and for unknown services found to be present.

Prior to any slab removal works commencing operatives shall undertake CAT and Genny Survey scan the associated slab area in order to ascertain whether services are present beneath the slab to be removed.

Note: Prior to works commencing Wessex shall install heras fencing in order to protect the existing large dia surface water drain that runs alongside the eastern boundary fence. Wessex site manager shall toolbox talk the machine operative and all site personnel in regards to the locations of the drain run. Drain run plans shall be included within the site health and safety file for reference.



Temporary electrical installations

Generally the only temporary electrical installations on Site are required for the Site welfare facilities. Any cabins with electrical equipment will be accompanied by appropriate certification.

Installation of the electrical supply will be carried out by a competent electrician and will be in accordance with the Electricity at Work Regulations.

4.1.4 Adjacent land use/Site neighbourhood

The information supplied by the Client and Site assessment will identify the use of adjacent and any other potential issues within the Site neighbourhood. This is especially critical when working within a 'live' workplace environment, ie Client operations are being carried out adjacent to the demolition area(s).

Demolition methodologies will take cognisance of the adjacent land use/Site neighbourhood.

4.1.5 Stability of structures

The information supplied by the Client and Site assessment will identify the stability of structures.

Personnel will not enter any building suspected to be unstable, in such cases, appropriate methodology, generally by demolition by mechanical methods, ie machine external to the structure, will be utilised.

When demolishing structures, the basic principles of structural demolition (as detailed in BS6187:2000), ie progressive, deliberate collapse or deliberate removal will be considered.

Demolition methodologies will take cognisance of the stability of the structure prior to demolition works commencing and the ongoing stability of the structure during the course of demolition works.

4.1.6 Work at height

Under the hierarchy of control stipulated in the Work at Height Regulations, the Company will determine how to safely work at height.

The hierarchy stipulates that duty holders must:

- (i) Avoid work at height where they can
- (ii) Use work equipment or other measures to prevent falls where they cannot avoid working at height
- (iii) Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Only when level (i) is not practical will the next level be considered.

Due to the nature of demolition activities, it is virtually impossible to avoid work at height. However, suitable controls will always be in place to prevent falls or minimise the distance and consequences of a fall.

Where appropriate, and as required by the Regulations, approved type safety harnesses will be worn and the lanyard attached to a secure and suitable anchorage point.

All Company top men are issued with full body safety harnesses as part of their basic Personal Protective Equipment.

Details of access requirements will be detailed within the task/area specific Method Statement(s).

4.1.7 Control of lifting operations

Lifting operations if any will be performed in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

All plant and equipment used for lifting on the site, which requires inspection and/or testing under the requirements of LOLER will be correctly tested and be accompanied by the appropriate Test Certificates.

All lifting operations will be planned in accordance with BS 7121 and an appointed person will be present when lifting is taking place.

The weight of all lifts will be assured such that the proposed lifting down by crane can be completed within the crane manufacturer's stated safe working load and radius.

4.1.8 Maintenance of tools, plant & equipment

All tools, plant and equipment are serviced maintained and inspected in accordance with the requirements of appropriate legislation, this includes the Provision and Use of Work Equipment Regulations (PUWER), the Lifting Operations and Lifting Equipment Regulations (LOLER) and Electricity at Work Regulations.

The service, maintenance and inspection controls for all work equipment are commensurate with the use and exposure to adverse conditions to which the work equipment is exposed whilst in use.

Plant and equipment is divided into two basic categories:

Hand Tools

Either powered, stihl saws, grinders, drills, etc., or manually used, mattocks, crowbars, hammers, etc.

Prior to use, all hand tools are subject to a visual inspection by the user. Any faulty or damaged equipment will be taken out of use and replaced. The faulty/damaged equipment may either be scrapped or sent for repair.

All electrical tools and equipment to be used on site will be 110 volt or less unless otherwise permitted. Any 240V AC or 440 V AC equipment permitted (e.g. plasma cutters) will be fitted with a suitable residual current device.

All portable electric equipment will be accompanied by valid PAT documentation.

Oxy-propane torches and related equipment will be fitted with check valves adjacent to the cutting torch and flash back arrestors to the regulators.

Plant/Equipment

Excavators, telehandlers, fork lift trucks, powered access equipment, etc.

Drivers are required to record details of inspections onto the Weekly Plant Inspection, this document is returned to the Plant Manager on a weekly basis and contains information as below:

- Details of the inspection – engine, hydraulics, electrics, etc.
- Hours worked and/or standing time (broken down)
- Details of any faults identified

Serious faults are notified to the Plant Manager immediately to enable appropriate action to be taken. This generally involves either use of the Company plant fitters or suitable third party.

The Plant Manager maintains Spreadsheets to identify service, maintenance and inspection intervals and individual files for all Company owned Plant and equipment.

Services, maintenance inspections and repairs carried out by third parties are recorded onto appropriate documentation.

4.1.9 Traffic routes (including segregation of vehicles and pedestrians)

Traffic routes, both for access/egress to and from the Site and for movement within the Site will be identified prior to commencement of works activities.

Wherever practicable, a one way system will be in place on Site. If not practicable, vehicles will not be allowed to reverse unless controlled by a banksman.

Vehicle traffic will be segregated from pedestrians by suitable methods. These routes will be documented within the task/area specific Method Statements.

**4.1.10 Storage of materials**

Demolition activities do not use significant amount of materials as part of the process. Deliveries to Site are generally PPE, plant/equipment, hand tools and diesel.

All materials will be unloaded in nominated lay down areas and transported to working areas as required. Oxygen and Propane storage will be in a suitable location on site and will be in a separate secure steel cage. All loose bottles will be secured in a vertical position.

Diesel fuel will be stored in a fully bunded fuel bowser, spill material will be available in the immediate vicinity. Materials will be moved around the site by suitable vehicles e.g. telehandler, crane etc.

4.1.11 Excavations/poor ground conditions

Excavations

The major risk from shallow pits, ducts and excavations, will be to be members of the public and workers on site. Most accidents can be eliminated if care is taken to protect the working area effectively and prevent access by unauthorised persons. In addition any holes and openings will be kept covered where possible or a physical safety barrier erected.

Poor ground conditions

Work in poor ground conditions will be undertaken only after a full risk assessment has been carried out. Demolition methodologies will take cognisance of the ground conditions.

4.1.12 Any other significant risks

Demolition activities do not generally involve safety risks detailed below:

- wells, underground earthworks and tunnels
- on or near water where there is a risk of drowning
- involving diving
- in a caisson or compressed air working
- Involving explosives (explosives demolition will entail specific and detailed methods and control measures).

In the event that any of these safety risks were present on site, a full risk assessment will be carried out and appropriate method statements. Demolition methodologies will take cognisance of the appropriate safety risk.

4.2 Health Risks

4.2.1 Asbestos

Prior to any demolition works commencing an asbestos pre-demolition & refurbishment survey has been completed by **Merryhill S2551C**. Non licensed asbestos containing materials identified from the Pre-demolition asbestos survey report will be removed from the site in strict accordance with HSE guidelines.

A Plan of Work will be generated for asbestos works involving the removal of asbestos notifiable under the requirements of our Asbestos Licence. Notifiable asbestos will be removed and a Certificate for reoccupation obtained from a UKAS accredited analyst prior to demolition works commencing.

Method Statements will be generated for all works involving the removal of non-notifiable asbestos. The removal will be interlinked with the demolition programme so as to minimise likelihood of exposure to asbestos containing materials.

Any material found during demolition activities suspected of being asbestos will result in work being stopped. Actions will be carried out as detailed in the Asbestos Unexpected Discovery flowchart (Appendix G).

The Site Supervisor will arrange for samples to be taken and forwarded to a designated laboratory for analysis. Dependent upon the results, demolition works will either recommence or revised methods implemented.

4.2.2 Manual handling

To comply with the Manual Handling Regulations, the Company has carried out an assessment.

To carry out the assessment, the Company have:

- Identified the manual handling operations undertaken by their employees
- Made an appraisal, as far as is reasonably practicable, of all manual handling operations to determine if there is a risk of injury to employees.

In addition, assessments based upon criteria defined in HSE publication 'Manual Handling Assessment Charts' (INDG383 – 08/03)

Wherever practicable, manual handling will be eliminated by use of mechanical methods of both demolishing and transporting material.

4.2.3 Hazardous substances (COSHH)

Hazardous substances (COSHH products) on demolition Sites fall into three categories:

- Products brought onto site for use by Company personnel (Category i)
- Substances generated as a result of Company processes, eg dust, metal fume Category ii)
- Substances present on site left as contamination/residue resulting from Client processes previous to demolition activities commencing (Category iii)

Categories i) and ii)

COSHH Assessments are carried out by utilisation of Materials Safety Data Sheets or information provided by other third parties and review of actual usage/generation on sites by Company personnel.

Providing the control measures listed in the appropriate COSHH Assessment are adhered to, it is considered that the risk from products is as low as is reasonably practicable.

The assessments are reviewed on an annual basis, as part of the Safety, Health and Environmental process, or sooner if considered necessary/conditions dictate.

Category iii)

Information is provided by the Client, generally Materials Safety Data Sheets, this will be assessed and appropriate control measures, dependent upon the hazards presented by the substance(s), will be implemented. These control measures may include, but not be limited to, selection of methodology, use of personal protective equipment (PPE), disposal of waste.

4.2.4 Noise & Vibration

4.2.4.1 Noise

Noise assessments pursuant to the Noise at Work Regulations will be carried out as required.

The results of the assessments will be reviewed and the appropriate actions taken. Wherever possible/practicable, steps to reduce noise below the appropriate action levels will be implemented.

Where reduction of noise to below the second action level is not practicable, the area will be delineated and identified as requiring ear protection. Identification of these areas will be by safety signs as required by the Health and Safety (Signs and Signals) Regulations.

Typical second action level areas include:

- Where percussion tools are in use
- Inside the driver's cab of certain plant

4.2.4.2 Vibration

Whole body and hand arm vibration will be subject of risk assessments specific to the task being carried out/equipment being used.

Measures taken to minimise exposure the effect of vibration include, but are not limited to:

- Elimination of use of vibrating hand tools
- Selection of suitable plant/equipment
- Ensuring all plant & equipment is serviced and maintained
- Minimising exposure to vibration by controlling periods of use
- Monitoring employees exposure

Demolition methodologies will take cognisance of the risks entailed in the work activities and exposure to vibration

4.2.5 Dust

As a matter of course, Wessex Demolition would always set up a 2" water hose and spray water over the workplace, during mechanical demolition. If we receive a complaint about dust levels, or if it is noticed that dust levels are reaching unacceptable levels, then additional hoses will be set up and be used to spray more water over the workplace.

Water will also periodically be sprayed over stockpiles of hard core and concrete, this will especially be required, prior to the hard core and or concrete being loaded onto lorries.

Any operatives, (the banksman spraying water etc), who would potentially be exposed to unacceptable levels of dust, are to wear P3 nasal masks, in addition to their mandatory Personal Protecting Equipment.

The drop height of hard core and concrete, is to be kept to a minimum.

Site vehicle speeds are to be kept to a minimum.

4.2.6 Exposure to UV radiation (from the sun)

Demolition activities require the use of full body protection at all times – either polycotton overalls, disposable overalls or chemically resistant overalls.

Operatives do not work 'uncovered' - as a result, exposure to sunlight (UV radiation) will not generally be an issue.

5.0 THE HEALTH AND SAFETY FILE

5.1 Layout and format

The information contained within the Health & safety File will be:

- i) General description of work
- ii) List of Method Statements / Plans of Work Produced
- iii) Waste Disposal Information (Waste Streams and Destinations)
- iv) Asbestos Data
- v) Health & Safety Reports
- vi) Materials Sampling Data
- vii) Service Information/Isolation Certificates

If the Client requires any further information to be included, this will be identified prior to works commencing to enable information to be collected.

5.2 Arrangements for the collection and gathering of information

Information for inclusion within the Health & Safety File will be collected and retained within the Project File throughout the Project duration.

Upon completion of the Project, the necessary information will be extracted from the Project File and utilised to generate the Health & Safety File.

5.3 Storage/Presentation of information

An 'electronic' copy of the Health & Safety File is issued to the Principal Designer for retention within the Client CDM documentation. If required, a 'hard' copy will be provided.

The Company retain copies of Health & Safety Files for a minimum period of three years from date of issue.

6.0 APPENDICES

Appendix A	F10
Appendix B	Information from Client (including drawings)
Appendix C	Site Layout Drawing
Appendix D	Fire Register
Appendix E	Site Specific Fire/Emergency Arrangements
Appendix F	Site Rules
Appendix G	Emergency Guide
Appendix H	Asbestos Unexpected Discovery flowchart

APPENDIX A F10



Health and Safety
Executive

Notification of construction project

Notification No	1628A220E8	Date Submitted	10/01/2018 10:03:05
Notification type	This is a NEW notification		

About the location of the site

Address of the construction site	Godbey House 380 Sea Front HAYLING ISLAND Hampshire PO11 0BD
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, Hampshire, Havant Borough of

About the project

Description of project	Demolition/Dismantling - House		
Time Allowed by Client (in weeks)	10		
Start date	19/02/2018	Duration (in weeks)	6
No of people on site	5	No of contractors on site	2
Description of the construction work	Demolition of a 2.5 storey high former childrens home which extends to an area of approximately 484sqm. The project includes the removal of any asbestos identified by survey and the grubbing up of foundations and ground floor slabs		

About those involved in the project

Role	Principal Designer	Name	Pope Priestley Architects LLP
Email	cathyandderyk@hotmail.co.uk	Phone no	023 8033 5228
Address	Unit 15, Vicarage Farm Business Park Winchester Road FAIR OAK Hampshire SO50 7HD England		

Role	Principal Contractor	Name	Wssex Demolition and Salvage Ltd
Email	rowan.taylor@wessexdemolition.co.uk	Phone no	01489 788083
Address	Unit 5, Bury Farm Nr Botley Road SOUTHAMPTON Hampshire SO30 2HB		

	England		
Role	Client	Name	Perbury
Email	michael.obrien@perbury.com	Phone no	023 8064 5960
Address	3 West Links Tollgate Chandlers Ford EASTLEIGH Hampshire SO53 3TG England		

Declaration details

Declaration			
As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.			
Name	Pope Priestley Architects LLP		
Date	10/01/2018	Role	Principal Designer
Confirmation Email	cathyandderyk@hotmail.co.uk		

Client Signature (Can be used for your own records, ONLY if required)

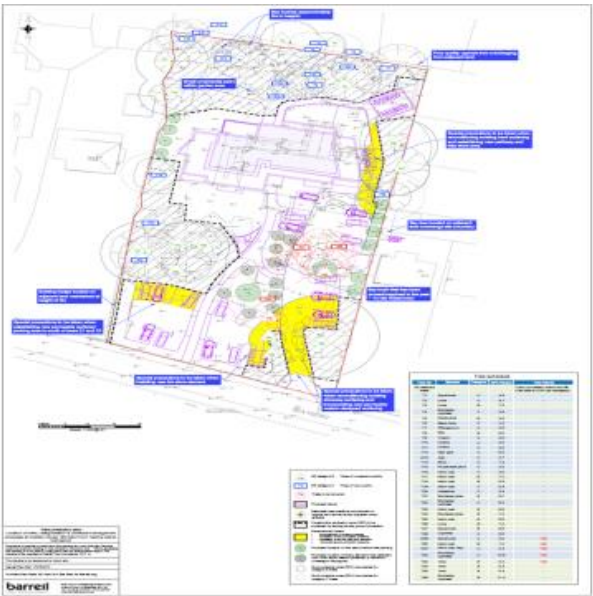
Declaration (as stated above)

Name:

Declaration Signature:

Date:

APPENDIX B CLIENT SUPPLIED INFORMATION (INCLUDING DRAWINGS)



APPENDIX C SITE LAYOUT



APPENDIX D

FIRE REGISTER							Project No:			
EQUIPMENT CHECK (WEEKLY)										
SITE AREA	EQUIPMENT CHECKED	Date								
		By (initial)								
Satisfactory (S)/Unsatisfactory (U) – If 'U' record details of corrective action										
Corrective Actions										
FIRE DRILLS										
Date	Time	Performance (Speed of response, operatives attitude, Head count, etc.)							No. of Operatives	

APPENDIX E**SITE SPECIFIC FIRE/EMERGENCY ARRANGEMENTS****1.0 SITE PRECAUTIONS (ARRANGEMENTS)**

Escape routes are as detailed on the Site Layout Drawings.

In the event of the alarm going off, all personnel must leave the building via the nearest fire exit.

LIFTS MUST NOT BE USED IN THE EVENT OF THE ALARM SOUNDING

Fire Points comprising extinguishers, safety signs and Site Plans are located in the welfare unit and this folder.

2.0 FIRE ESCAPE & COMMUNICATIONS**2.1 Emergency Procedures**

There are no variations from the documented Emergency Procedures – these must be followed.

2.2 Fire Escape Routes (including distances)

Fire exits/escape routes must be kept clear and maintained at all times.

3.0 SMOKING AREAS

Smoking areas will be advised at Induction and will be clearly identified.

Smoking is not allowed in the building or anywhere else on site apart from the designated area.

Anyone found smoking outside the designate area will be subject to disciplinary action.

4.0 PERMITS

Hot works will only take place when soft strip works are completed.

All hot works will be carried out under control of a Permit to Work (PTW).

5.0 TEMPORARY BUILDINGS, ACCOMMODATION & TEMPORARY ELECTRICAL INSTALLATIONS

Welfare facilities will be maintained in a clean and good condition. All portable electrical equipment will be PAT tested and the mains circuits checked by a competent electrician.

Any faults with electrical equipment must be reported to the Site Supervisor **IMMEDIATELY**.

6.0 MATERIALS STORAGE & WASTE CONTROL

Any materials brought to Site for use by Company personnel must be stored in the lockup container, fuel containers must be stored on a bunded tray/pallet.

All arisings are to be moved on an ongoing basis to the designated skip. Soft strip **MUST NOT** be allowed to accumulate in the work areas.

APPENDIX F**General Site Rules**

1. All site operatives and visitors shall be asked to report to the site office upon arrival to the site.
2. All personnel shall abide by current health and safety legislation on site.
3. Hard Hats are to be worn **At All Times** on all demolition sites.
4. Safety footwear of 200 joule toe protection are to be worn **At All Times**.
5. High Visi vests are to be worn in the correct manner **At All Times**.
6. Gloves are provided by the company and should be worn, especially when handling materials or substances that could be hazardous.
7. Ear defenders are provided by the company and shall be worn when noise levels are likely to exceed 80 db.
8. Eye protection shall be worn when necessary, eg when using disc cutters or hot cutting etc.
9. Dust masks are provided by the company and should be worn where necessary.
10. Warm protective clothing should be worn during cold winter months.
11. Operatives are to wear short sleeved T shirts as a minimum of upper body dress, the bearing of operatives torsos will not be permitted.
12. All access and egress routes are to be kept clear and free from litter at all times.
13. Porta loo's are to be used, urinating etc is not permitted on the site.
14. Any complaints or queries from the public etc are to be dealt with in a courteous manner.
15. Swearing, horseplay etc are not permitted on the site. (this includes wolf whistling).
16. Only competent and qualified personnel are to operate plant or equipment.
17. The site is to be secured at all times, excavations, pits and voids are to be covered or protected with appropriate barriers etc.
18. Non prescription drugs and alcohol are not to be consumed during the working day, employees are not to turn up for work while still under the influence of drugs or alcohol.
19. Only employees authorised by the supervisor are to have mobile telephones in the work place.
20. Roads and footpaths are to be maintained within and adjacent to the site to prevent build up of debris as a result of the works.
21. Materials storage strictly within the site compound and not on site roads/pathways.

APPENDIX G

EMERGENCY GUIDE	
Action	Contact
Fire in Plant, Buildings or Portable Accommodation Raise the alarm Evacuate any Buildings or plant near the fire Dial 999 and state Fire - follow the instructions given If safe to do so remove any plant from the area - Do not put yourself at risk Inform the Site Supervisor or your foreman immediately All electrical supplies should be isolated and made safe in the area of the fire Assemble at fire point and check that all visitors, contractors and staff are accounted for.	999 Site Supervisor (or designated person)
Fire on Site Raise the alarm Evacuate any buildings or plant near the fire Dial 999 and state Fire - follow the instructions given If safe to do so remove any plant from the area - Do not put yourself at risk Inform the Site Supervisor or your foreman immediately Stop working and evacuate all personnel and equipment from the area if safe to do so. Stop personnel and vehicles entering area.	999 Site Supervisor (or designated person)
Accident/Injury Remove casualties from immediate danger If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given Summon the first aider Do not move any plant or equipment involved other than to rescue casualties Inform the Site Supervisor or your foreman immediately Contact the SHE manager Record details in accident book	999 Site Supervisor (or designated person)
Electrical Isolate supply and/or casualty, Do not touch anything until supply is isolated. Inform the Site Supervisor or your foreman immediately Summon Help / Call emergency services Give first aid	999 Site Supervisor (or designated person)
Spillage or Leakage Report all spillages or leaks to your Supervisor immediately. For small spillage's use absorbent materials For large spillages bund with soil or other suitable inert material and inform the Site Supervisor or your foreman immediately Consult the COSHH file and/or consignment note for hazards. If possible move leaking container to bunded area If spillage cannot be contained call the EA	999 Site Supervisor (or designated person)
Exposure to Chemicals/unknown substances Remove casualty from danger Remove contaminated clothing and use emergency shower Consult the COSHH file and/or consignment note for hazards. Inform the Site Supervisor or your foreman immediately Send casualty to hospital along with details of the material and sample Contact Group SHE manager for further advice	999 Site Supervisor (or designated person)

Explosives/Bombs Evacuate area and keep clear Inform the Site Supervisor or your foreman immediately Dial 999 and state nature of emergency	999 Site Supervisor (or designated person)
Gas (Landfill or other) Evacuate area and keep clear Inform the Site Supervisor or your foreman immediately Contact Environmental Monitoring Team	999 Site Supervisor (or designated person)
Flooding Isolate all electrical supplies Inform the Site Supervisor or your foreman immediately Contact Environmental Monitoring Team / EA as appropriate	999 Site Supervisor (or designated person)

APPENDIX H

